

## TRAVEL MANAGEMENT STRATEGY

Coast Guard Travel becomes more convenient and efficient when you...

- Use your Govt. Travel Charge Card (GTCC). All travelers, civilian & members E-4 and above, should possess a GTCC. Get ATM cash advances and charge travel expenses to the card. See program guidance, COMDTINST 4600.14A.
- Let the Commercial Travel Office (CTO) make your travel reservations. CTOs are hired to obtain contract and discount rates for airfare, lodging, and rental cars. COMDT (G-WPM-2) can help hire a CTO for your unit.
- Use the Govt. Transportation Account (GTA) when airfare exceeds \$500 or no GTCC.
- Allow HRSIC Claims Assistance to help units or travelers. Call from home toll free 1-888-USCG-TVL. Our work number is 785-295-2250.
- Use these Web Site Resources: [www.uscg.mil/hq/HRSIC](http://www.uscg.mil/hq/HRSIC) (Guides) [www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/) (Rates & Rules) [www.fedtravel.com/gsa](http://www.fedtravel.com/gsa) (Airline Guide) <http://DTOD-mtmc.belvoir.army.mil> (Official Mileage Distance) The last site requires a password. Click "Get Mileage" then "Request a DTOD Account"
- Use Unit Travel Software (UTS) to electronically prepare and transmit travel documents. Currently undergoing testing and will be available for use in Year 2000.

As you know, HRSIC Travel calculates travel entitlements and then transmits that data to FINCEN for disbursement. TRAVEL DISBURSEMENTS are normally direct deposited to an employee's or military member's salary account. However, frequent travelers (12 or more trips/yr.) can submit a "FastStart" Direct Deposit form <http://www.fms.treas.gov/efit/2231.pdf> to FINCEN and have their travel disbursements ACH/EFT to another personal account. Receive payment status from FINCEN at 1-800-564-5504. Overseas call 757-523-6940.

## THIS IS AN INFORMATIONAL GUIDE ON TDY ENTITLEMENTS

### Applicable Categories of Travelers

All Coast Guard members and civilian employees, unless otherwise stated.

### Applicable Types of TDY Travel

- Business
- Schoolhouse Training
- Deployment, group movement, or unit travel

(Not applicable to pre-employment travel, invitational travel, TDY performed as a part of PCS travel, or when emergency conditions occur while TDY is being performed, i.e. authorized evacuations).

## DEFINITIONS

**TDY Travel** is temporary travel away from the traveler's permanent duty station. There are three types of travel:

**Business Travel** is travel by an individual to conduct business away from their PDS. It includes TDY travel not considered as schoolhouse training or deployment, group or unit travel.

**Schoolhouse Training Travel** is travel by an individual in connection with TDY attendance at a formal course of instruction.

**Deployment, Group or Unit Travel** is travel by a group of people. It includes units traveling in support of military operations (e.g. combat, peacekeeping, and disaster relief), for field or maneuver training, or for sea duty (when personnel involved are not permanently assigned to a vessel.)

## ENTITLEMENTS

Travelers will be provided transportation, lodging, and food to support official travel activities, or will be reimbursed promptly for reasonable and necessary authorized expenses if

they purchase them. Travelers will use good judgement in incurring official travel-related expenses, as if traveling using their own personal funds.

## TRANSPORTATION

The Authorizing Official (AO) may require the traveler to travel by a directed mode for official travel to the TDY site, e.g. by Govt./commercial air, bus, train, because of expense, military necessity, or reporting time. The AO cannot direct nor require the use of a personal or rental vehicle. A privately owned vehicle or some other conveyance may be authorized, subject to reimbursement limitations, when convenient to the traveler and when advantageous to the govt. However, do note that if the traveler uses a mode other than that directed by the AO, reimbursement is not authorized.

The traveler, when service is available, is required to arrange official transportation through a **Traffic Management Center (TMC)**, **CTO** or in house travel office, using contracted rates on US flag carriers using coach class whenever possible. The AO may authorize other-than-contract flights, foreign flag carriers, or premium class (but not first class) to fulfill missions requirements. Only COMDT (G-WPM-2) may authorize first-class accommodations.

When a **rental vehicle** is authorized at the TDY site by the AO, reimbursement is authorized for the rental cost, taxes, and local fees. Rent the vehicle through the **TMC** or **CTO**. A rental vehicle obtained from a govt. contracted agency includes collision damage waiver coverage in the rental rate and additional coverage should be declined. Travelers will not be reimbursed for the extra costs if it is not declined. When a compact car (DOT standard size rental) will not meet requirements, the AO may authorize the size vehicle appropriate to the mission.

When use of a **private vehicle** or conveyance is approved, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations (rates at App. A, JFTR). If the AO does not approve using a private vehicle and